



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W1834
Sacramento, CA 95825-1886
www.ca.blm.gov

December 12, 2001

In Reply Refer To:

1781(P)
CA-912

EMS TRANSMISSION: 12/12/01

Instruction Memorandum No. **CA-2002-016**

Expires: 09/30/02

To: Deputy State Directors and Field Managers

From: State Director

Subject: BLM-California Policy on Congressional Relations

As State Director in California, I have come to fully recognize the critical importance of good Congressional relations. Over the last year, I have also come to appreciate the positive working relationship BLM-California has with the California delegation. This accomplishment has been a team effort involving each and every one of you, along with your staffs, and I would like to thank you for your efforts.

To help us work together to build on that positive working relationship, I would like to review and reinforce both our State and the Washington Office policies regarding Congressional Relations. The newly issued (IM-2001-173, July 13, 2001) policy from the Director (attached) outlines State Directors' responsibilities regarding providing information, preparing legislation, commenting on legislation, preparing for hearings and testimony, meeting with members and staff, preparing responses to Congressional inquiries, and complying with procedures regarding lobbying restrictions. I encourage you to review that policy with your staffs and if you have any questions, or wish clarification of any item, please feel free to discuss them with me or the External Affairs staff here at the State Office. Any issue you believe should be shared with the Washington Office as specified in that memorandum should be forwarded to me or External Affairs for transmittal/coordination with the Washington Office. We work very closely with the Congressional Affairs staff in Washington and will make sure your efforts are appropriately coordinated and reported.

I would also like to review and clarify BLM-California specific policies regarding Congressional Relations that have been in place for some years.

- I consider Congressional relations to be an important aspect of each Field Manager's job and I encourage you to develop positive working relationships with field staffs of our members throughout the State.
- You are encouraged to respond directly to inquiries sent/directed specifically to your office from Congressional members and staffs, either verbally or in writing, regarding matters within your local jurisdiction. I also encourage you to involve/consult with your Field Public Affairs Officer in these responses.
- If the matter in question is outside your local jurisdiction or involves a State or national policy/program, please consult with or refer the matter to the State External Affairs Office. External Affairs will handle the matter in cooperation with the appropriate Field, State, or Washington Office. A copy of any written response signed by a Field Manager (along with the member's incoming letter) should be sent to External Affairs so we are aware of the issues generating Congressional interest. As for verbal/personal contacts, if the matter is expected to be controversial or might involve the member's State or Washington staffs, an email or phone call notification from you or your Field Public Affairs Officer should be sent to External Affairs for appropriate dissemination/coordination with State Office or Washington Office staffs. Likewise, the External Affairs staff will work hard to keep you updated of State and Washington level Congressional contacts.
- Written Congressional inquiries addressed to the State Director (or forwarded from the Washington Office on inquiries addressed to the Director or Secretary) are controlled by the State Director's staff and sent to the appropriate Field Manager (with a copy to the Field Public Affairs Officer involved) for preparation of a draft response. The State Director's staff will then prepare the draft for signature by the State Director or will send it on to Washington for signature by the appropriate official. Timeliness is important on all Congressional responses and your personal adherence to the due dates specified is appreciated.

These guidelines are intended to further enhance BLM-California's good working relationship with the 54 members of Congress (soon to be 55 after next year's reapportionment). Further, the same good relationships and general rules of practice for Congressional relations here in California can be applied to all your positive efforts in working with State officials, State legislators, County Supervisors, and other elected officials throughout the State. I am proud of all your hard work in this area.

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Richard A. Erickson
Records Management

Attachment:

Instruction Memorandum No. 2001-173, Congressional Relations, July 13, 2001

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

July 13, 2001

In Reply Refer To:
1750 (620) P

EMS TRANSMISSION { 07/16/2001}
Instruction Memorandum No. 2001-173
Expires: 09/30/2002

To: State and Center Directors

From: Director

Subject: Congressional Relations

The purpose of this memorandum is to provide you with the following procedures designed to ensure effective processing and handling of congressional inquiries and communications. They are intended to assure that we speak with one voice on policy and legislative matters, while allowing for the necessary and invaluable communications that occur in the field between local congressional staff and BLM. The procedures address the most frequent instances in which we work with Congress. They should be shared widely with staff, especially with anyone who is likely to interact with congressional offices.

1. Providing Factual Information. The BLM routinely responds to many types of information requests from Congress. Most routine inquiries should be handled directly in the field; e.g., responses to routine requests for maps, survey notes, brochures, or requests for factual information. However, if there is a possibility the information is being requested for a future hearing or to develop legislation, WO Legislative Affairs should be notified. If you begin working on such a request, copies of information you intend to provide should be given to WO Legislative Affairs before sending them to the requesting congressional office. If there are questions as to whether a request should be handled directly or referred to WO, please contact the appropriate staff in the WO Legislative Affairs Group (see attached list of staff assignments).

2. Preparing Legislation. In many instances, either members of Congress or the Administration propose legislation which affects the BLM. When BLM participation in such efforts is requested, it must be coordinated through WO Legislative Affairs. Also, WO Legislative Affairs occasionally drafts legislation, but only with Departmental and, when necessary, Office of Management and Budget (OMB) clearance. The WO Legislative Affairs staff's participation in legislation is sometimes initiated via contact between congressional staff and the field or WO program staff. If so, WO Legislative Affairs needs to be notified as soon as this type of discussion begins.

2

Legislative language, concepts, or suggestions should not be given directly to congressional offices without clearance from WO Legislative Affairs. The WO Legislative

Affairs staff will ensure proper review within the Department of the Interior and elsewhere, as necessary, and prepare documents for Departmental or Directorate signature. In the past, BLM and the Department occasionally have been unaware of legislative initiatives which originated in the field. In turn, the field may not be aware of Departmental or Secretarial initiatives that may be relevant, but please be assured that WO Legislative Affairs will make every effort to notify State and Field Offices as appropriate. We need to adhere to these procedures in order to avoid the confusion and embarrassment that occurs when one office of the BLM is perceived as taking a position on legislation that differs from the BLM headquarters, the Department, or the Administration.

3. Commenting on Legislation. Congressional staff members often ask the BLM for formal or informal comments on a legislative proposal. Sometimes those requests will be sent to field offices or State Offices. The BLM's responses to these requests must go through the Department for approval. The WO Legislative Affairs staff is responsible for coordinating the appropriate review by the Department. The Department will review the BLM's comments for consistency with Administration policy. If responses -- including drafts -- are sent directly to Congress without this review, we run the risk of taking conflicting positions on Administration policy. This can be both embarrassing to the BLM and detrimental to our legislative aims.

4. Hearings and Testimony. Requests to testify at hearings, either in Washington or in the field, must be coordinated with the Department through WO Legislative Affairs. The Department has established procedures with respect to hearings with which BLM must comply. For example, the Department will only testify on legislation that has been introduced, not on draft legislative proposals, and it will not testify with less than one week's notice of a hearing. Therefore, any notification (formal or informal) of a proposed hearing must be shared immediately with WO Legislative Affairs so that BLM and the Department can have the maximum amount of time possible to decide if we will testify, who should testify, and testimony preparation.

5. Meetings with Members and Staff. The WO Legislative Affairs staff provides assistance in arranging such meetings, including those requested by Congress and staff and those initiated by the BLM. All meetings in Washington must be coordinated with WO Legislative Affairs.

6. Correspondence. Correspondence from Members of Congress or other elected officials that is either addressed to field officials or assigned to the field for response (e.g., letters to the Director or departmental officials) will often concern routine public information matters. Such inquiries may be answered directly, without need for WO review. However, when the subject matter involves stating or clarifying BLM or Administration policy (especially when a recent policy change has occurred), the responding office must coordinate the response with the appropriate WO directorate or group (WO 600 or elsewhere). This may result in informal or formal WO review of draft correspondence, as appropriate. In rare instances, WO may direct that all correspondence related to a particular issue be reviewed in WO prior to its transmittal. In addition, the field needs to consult with the WO in cases where it believes that the response should originate in the WO or find another office in the Department.

7. Lobbying Activities. The Department provides guidance concerning what may and may not be done regarding the use of Interior appropriated funds for lobbying activities. This guidance is on the Department's ethics Web site (www.doi.gov/ethics) and should be reviewed by all BLM employees. Questions about whether planned communications to the public would be affected by these lobbying restrictions should be referred to the Solicitor's Office in Washington or the Regional or Field Solicitor.

Attached is a list of WO Legislative Affairs staff and their areas of responsibility. If you have any questions regarding the above procedures or other legislative issues, please contact Nancy Smith, Legislative Affairs Group Manager, on (202) 452-5010, or Larry Finfer, Assistant Director - Communications, on (202) 208-6913.

Signed by:
Nina Rose Hatfield
Acting Director

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

1 Attachment

1 - Contacts for Legislative Affairs (2 pp)

Directives forwarded to State Director, CA-912, T. Staed, J. Bedrosian

07/16/01

ASSISTANT DIRECTOR - COMMUNICATIONS (WO-600)**Larry Finfer****OFFICE OF LEGISLATIVE AFFAIRS (WO-620)****Nancy Smith, Group Manager**

Bureau of Land Management (MS-401LS)
 1849 C Street, N.W., Washington, DC 20240
 202-452-5010 / FAX 202-452-0346

Employee	Activity Responsibilities	Backup	Special Issues	Backup	States/AD
TONY DANNA Dep. Group Manager 452-7726	Budget/Payroll Lands & Realty Team Native American issues Paleontology / Cultural	Briggs Steger Reynolds Sedlmayr			UT AD-800
ANN JUNIUS Staff Assistant 452-5062	Clerical Support Time and Attendance FAX	Turner			
QUISTONDA TURNER Staff Assistant 452-5080	Clerical Support Presentation Material Weekly Reports Legislative Hearing Tracking Congressional Report Tracking	Junius Junius	Internet/Intranet Coord.		
DAYNE BARRON 452-5034	Forestry Soil, Air, Water, Riparian Team (Forestry) Fire Program Team (Fire Management)	Reynolds Reynolds Steger	ICBEMP Fiber Optics Williams/Equilon ROW	Reynolds Steger Reynolds	OR/WA ID AD-200
GORDON HANSEN 452-7704	Detail to WO-310 452-0335				
EARL HOLMES 452-5018	Legislative Expediter PILT Lead	Briggs Barron	Bureau Legis Outreach	Briggs	ES
NAN MORRISON 452-5004	Detail to Department 208-4019				
MICHAEL REYNOLDS 452-5106	Range Team (Land Health) Soil, Air, Water, Riparian Team (Range) Fisheries & Wildlife Planning Recreation	Sedlmayr Barron Barron Briggs Sedlmayr	Endangered Species OHV	Barron Sedlmayr	CA CO
TOM STEGER 452-5021	Lands & Realty Team Fire Program Team (Wildfire) Weeds & Pest Management Wild Horses& Burros	Danna Barron Danna Reynolds	Ft. Irwin Transfer Law Enforcement Uniforms	Danna Reynolds Reynolds	NV NM/OK
LAURIE SEDLMAYR 452-5003	National Landscape Conservation System (Monuments, NCA's, Wilderness, Rivers, Trails) Range Team (Grazing Admin.)	Reynolds Reynolds	Lewis & Clark Bicentennial	Wilkinson	AZ AK
PATRICK WILKINSON 452-7796	Fluid Mineral Team Solid Mineral Team Hazmat	Reynolds Reynolds	Coal Bed Methane Coal Administration	Reynolds	MT/ND/SD WY AD-300

Notes: Each individual will be responsible for (in priority order):

1. Activities primarily on a national basis
2. "Teams" will cover activities, (including backups) and will determine distribution of workload. Bold for Team Lead
3. Minor state specific related issues, Coordination with the State PAO, State Director, State Management Team

LEGISLATIVE AFFAIRS' TEAMS

TEAM	Members
FIRE PROGRAM	DAYNE BARRON TOM STEGER
FLUID MINERALS	PATRICK WILKINSON
LANDS & REALTY	TOM STEGER TONY DANNA
SOLID MINERALS	PATRICK WILKINSON
RANGE	MICHAEL REYNOLDS LAURIE SEDLMAYR
SOIL, AIR, WATER, RIPARIAN	DAYNE BARRON MICHAEL REYNOLDS

** Bold names signify Lead in the Team.
Some teams do not have a lead.